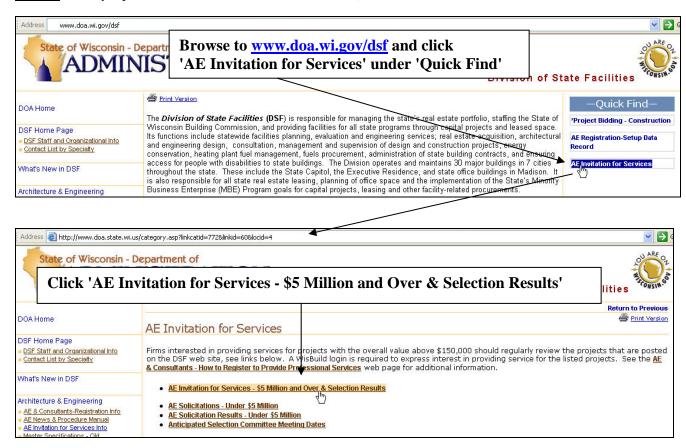
AE Qualification Document Upload Instructions for AE Firms

Overview

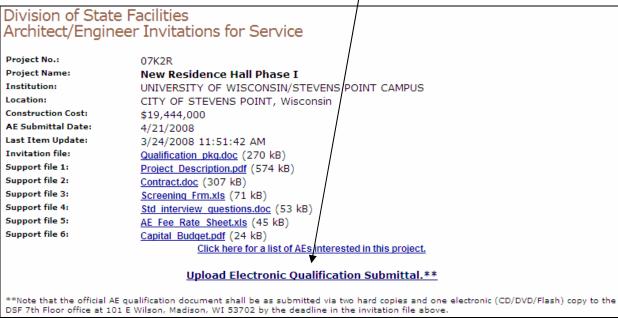
For projects larger then \$5 million, Architects and Engineers (A/E's) are required to submit their Qualification Document by uploading the same via the DOA/DSF website. A new feature of DSF's Website enables A/E firms to upload (via a secure connection) an electronic copy of their Qualification Document submitted in response to projects posted on the 'AE Invitation for Services' Web page. Authorized users are then able to view the Qualification Documents submitted by interested AE firms.

Note: This document contains instructions for <u>uploading</u> an AE Qualification Document only. Please refer to the posted 'Invitation file' for the detailed requirements.

Step 1: View projects listed on the DOA/DSF Web site, under the 'AE Invitation for Services'

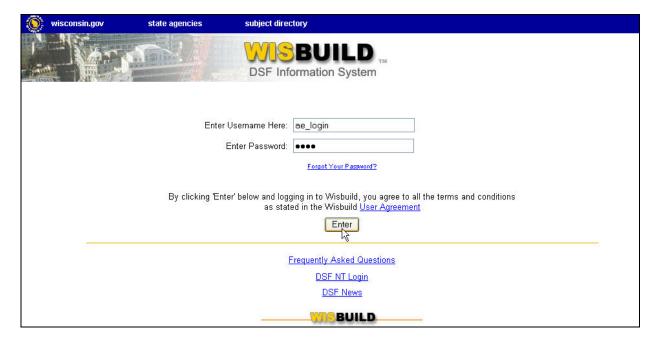


Step 2: Click the 'Upload Electronic Qualification Submittal' link under the appropriate project



Please note that as displayed on the screen 'the official submittal of the AE qualification document will be made via two hard copies and one electronic (CD/DVD/Flash) as submitted to the DSF 7th Floor office at 101 E Wilson, Madison, Wl'ZX

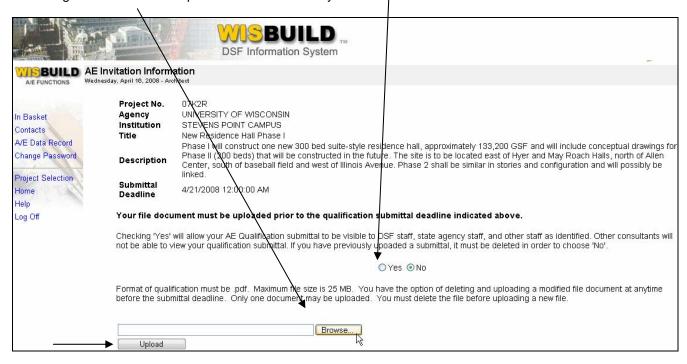
<u>Step 3:</u> Log in to WisBuild using your WisBuild username/password. If you cannot remember your password, click the 'Forgot Your Password' link. If you do not have a WisBuild account, send your account request to <u>wisbuild@wisconsin.gov</u> a minimum of 3 working days prio to the qualification submittal deadline.



<u>Step 4 (Optional):</u> If your firm does not have an AE Data Record in WisBuild OR if your firm's listed insurance has expired, a screen will prompt you to update this information using the 'A/E Data Record' link listed on the left column.



<u>Step 5:</u> Upload your Qualification Document by first clicking 'Yes' to the document viewing statement and using the 'Browse' and 'Upload' buttons to locate your file .



Please note the following regarding your AE Qualification document:

- The file size limit is 25 MB and the required file format is Acrobat (.pdf).
- Only one file may be uploaded -- you may upload a revised document prior to the deadline by first deleting the original document using the trash can icon
- In order to participate in the AE selection process, the AE selection Committee voting members and invited guests must sign an Ethical and Confidentiality statement on file with DSF
- The selection committee voting members and invited guests will be provided a password to view the qualification material via WisBuild and will be able to keep the handout material at the conclusions of the interviews

<u>Step 6:</u> Confirm that your document uploaded successfully by viewing the document linked under 'Submittal'. Prior to the deadline, the previously uploaded document may be deleted by clicking the 'trashcan' icon and replaced with a revised document using the 'Browse/Upload' process in Step 5. When complete, click 'Close Window' to exit.

